

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Approve the E-Verify Certification Exemption List and Authorize the County Administrator to Modify the List as Necessary (Staff recommends approval).

**REQUESTED ACTION:** Approve The E-Verify Certification Exemption List And Authorize the County Administrator to Modify the List as Necessary.

☐ Work Session (Report Only)    **DATE OF MEETING:** 2/12/2013  
☒ Regular Meeting                      ☐ Special Meeting

**CONTRACT:** ☒ N/A                      Vendor/Entity: \_\_\_\_\_  
Effective Date: \_\_\_\_\_                      Termination Date: \_\_\_\_\_  
Managing Division / Dept: Financial Services

**BUDGET IMPACT:** N/A  
☐ Annual                      **FUNDING SOURCE:** \_\_\_\_\_  
☐ Capital                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_  
☒ N/A

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**HISTORY/FACTS/ISSUES:**

On April 10, 2012 the Sumter County Board of County Commissioners set policy that effective August 1, 2012 all vendors doing business with Sumter County must certify that they have implemented the Federal E-Verify program. This includes subcontractors performing services for Sumter County through another entity's contract.

Since adoption of this requirement, County departments, in performing daily operations and obtaining necessary quotes to purchase materials and services, have found that many organizations either refuse to comply with the County's policy or the "red tape" in the vendor's organization is so great that it takes an excessive amount of time to get the E-Verify Compliance in place, and by then departments are forced to go to higher priced vendors to obtain the necessary materials and services. In many cases, the lack of E-Verify Compliant vendors has hindered the County's ability to obtain the necessary quotes as required by the County's Purchasing Policy. In other cases, it is virtually impossible to obtain the necessary compliance from organizations such as gas stations. Because of this, the attached list of vendor categories has been compiled which staff believes should be exempt from the E-Verify Certification policy. This will allow the departments to ensure that they can comply with the County's Purchasing Policy while still obtaining the best price and services for the County. With the implementation of the automated purchase order system last fall, all purchase requisitions are reviewed by administrative staff to ensure compliance with all County policies prior to approval. This review process also ensures that vendor exemptions are reviewed on each purchase so the system is not circumvented.

Attached are the following documents: E-Verify Certification Requirements / Vendors Exemption List, E-Verify Vendor/Contractor/Subcontractor Certification form and E-Verify Federal information from <http://www.dhs.gov/e-verify>.

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## **E-Verify Certification Requirements / Vendor Exemption List**

The Sumter County Board of County Commissioners has mandated that effective August 1, 2012 all vendors doing business with Sumter County must certify that they have implemented the Federal E-Verify program. This includes subcontractors performing services for Sumter County through another entity's contract.

### **Vendors Exempt from Sumter County E-Verify Requirements**

The following vendors are exempt from E-Verify requirements:

- retail stores\*
- restaurants
- hotels/motels
- training institutions
- on-line shopping
- auto dealerships
- mechanic/auto repair shops
- nursery/garden centers
- membership subscriptions
- convenience stores
- fuel companies/gas stations
- air conditioning product suppliers
- reproductive services
- freight and postage services
- phone/cellular companies
- office supply companies
- veterinary services (treatment of animals)
- utility services
- road material/suppliers
- manufacturing companies
- owner direct purchases – provided a contract approved with the general contractor meets the E-Verify Certification requirements.

*\*Definition of retail store – boutiques, department stores, emporiums, outlets, discount stores and markets.*

This list is not all inclusive and may be modified as necessary by the County Administrator based on the authority given by the Sumter County Board of County Commissioners on February 12, 2013.

### **E-Verify Vendor/Contractor/Subcontractor Certification**

The Sumter County Board of County Commissioners has mandated that effective August 1, 2012, all vendors, contractors and subcontractors doing business with Sumter County must certify that they have implemented the federal E-Verify program.

E-Verify is a federal system established by the Department of Homeland Security to determine the immigration and work-eligibility status of prospective employees. Detailed E-Verify program information for employers can be found at <http://www.dhs.gov/e-verify>.

Prior to providing goods or services to Sumter County, vendors must certify compliance with the federal E-Verify program. In the case of contractors, this includes obtaining written certification from all subcontractors who will participate in the performance of the contract. The certification below has been prepared for all vendors and contractors to use for this purpose. All subcontractor certifications must be kept on file with the contract vendor and made available to the state and/or County upon request.

#### **CERTIFICATION (In accordance with Executive Order No. 11-02)**

**I certify that the company shown below is in compliance with the above statement and that I am authorized to sign on its behalf.**

Name of Company: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Printed name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Sumter County reserves the right to determine how it will respond to any instances of non-compliance or false certification of compliance. Potential County actions include, but are not limited to, cancellation of the contract and/or suspending or debarring the contract vendor from performing services in any aspect to the County.

Please send the completed form to the Financial Services Department, 7375 Powell Road, Suite 206, Wildwood, FL 34785, or fax the form to (352)-689-4436. Once the form is received by the Financial Services Department the completed form will remain on file according to the Sumter County Retention Policy.

Please contact the Financial Services Department at (352)-689-4435 with questions regarding this requirement.



U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. This diverse workforce contributes greatly to the vibrancy and strength of our economy, but that same strength also attracts unauthorized employment.

E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. E-Verify is fast, free and easy to use – and it's the best way employers can ensure a legal workforce.

The program was authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA). In short, employers submit information taken from a new hire's Form I-9 (Employment Eligibility Verification Form) through E-Verify to the Social Security Administration and U.S. Citizenship and Immigration Services (USCIS) to determine whether the information matches government records and whether the new hire is authorized to work in the United States.

E-Verify is administered by the U.S. Department of Homeland Security, USCIS, Verification Division, and the Social Security Administration. The USCIS Verification Division is dedicated to providing program support, administering unparalleled customer service to both employers and workers, developing innovative technological solutions, and performing community outreach to further the mission of E-Verify.

Please click on the link below to enroll in E-Verify or to obtain additional information:

<http://www.dhs.gov/e-verify>